

**ONLINE OUTPROCESSING DATA WORKSHEET**  
**SGT AND ABOVE ONLY**

**Enter your information.**

\_\_\_\_\_  
Name (LAST, FIRST, MI)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
SSN

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Current Unit

\_\_\_\_\_  
MACOM/MSC

\_\_\_\_\_  
Gaining Station/Country

(1CD, III CORPS, 13SC (E), 89MP, 504 MI, 13 FIN, etc.)

Circle the appropriate reason for clearing.

PCS

ETS

RET

MED RET

Circle all that applies.

1. Are you: Going overseas? Yes No                      Single /Married
2. Do you have any children between the ages of 0 to 18 years? Yes No  
(See form links for withdrawal forms)
3. Have you ever had a Government Travel Card? Yes No
4. AKO email address: \_\_\_\_\_

**Enter all information that applies.**

Separation or Retirement Date: \_\_\_\_\_

PCS Report Date: \_\_\_\_\_

Date PTDY or Leave Starts: \_\_\_\_\_

Duty or Cell Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

TDY Enroute Dates: \_\_\_\_\_

Original Orders Number: \_\_\_\_\_

Date of Orders: \_\_\_\_\_

\*\* Please submit all required documents to:

[usarmy.hood.imcom-west.mbx.dhr-senior-outprocessing@mail.mil](mailto:usarmy.hood.imcom-west.mbx.dhr-senior-outprocessing@mail.mil)

\*\* Central Clearance Facility phone number: 287-4628